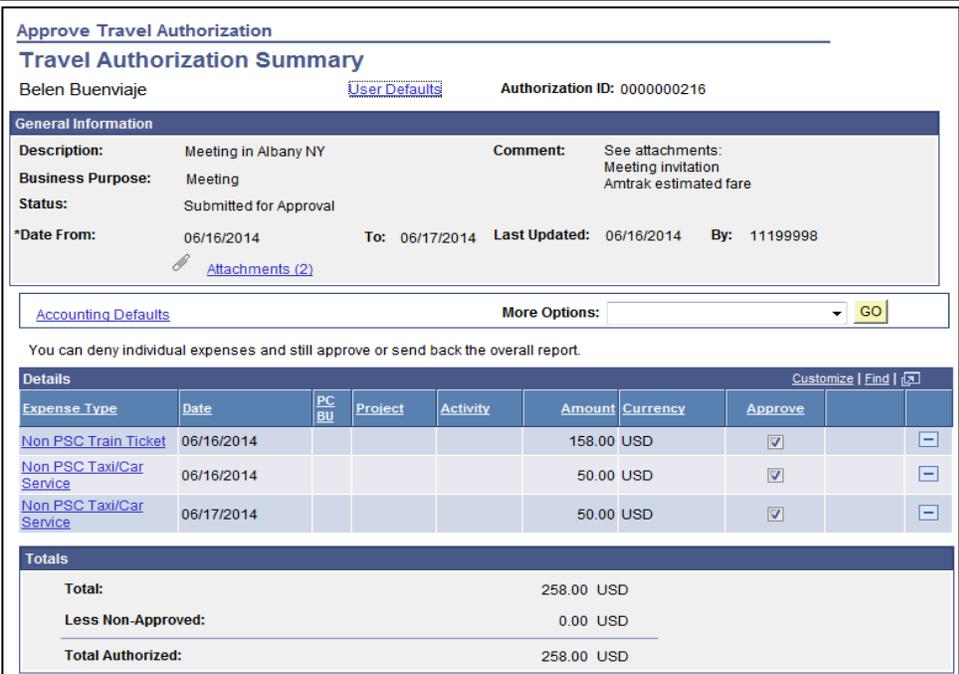


Approve Travel Authorization

Once an employee submits a Travel Authorization, the transaction is routed with email notifications to the employee's Supervisor for approval and then two levels of Department Level approvers.

Supervisors ensure that the travel meets a specified business purpose. Department Approvers ensure budget is available for the anticipated travel.

Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar: <ul style="list-style-type: none"> • Enter your Username and Password and click the Log In button. • From the Enterprise Menu, select the Financials Supply Chain link.
2.	On the Universal Navigation Header , click the Worklist link. <i>Note: Alternatively, navigate to: <u>Manager Self-Service > Travel and Expense Center > Approvals > Approve Transactions</u>. The Manager Self-Service navigation also provides approvers with another option to approve Travel Authorizations. The Manager Self-Service navigation displays all Travel Authorization transactions available for approval, and offers additional tabs and filters.</i>
3.	In the Worklist section Link column, select the link for the Travel Authorization you wish to review for approval.
4.	The Travel Authorization Summary page displays. At the bottom of the page beneath the Comments section, the Budget Status must be Valid for the Approval button to display. <i>Note: The Budget Check batch process is run hourly weekdays. If the Budget Check status is 'Not Chk'd', then either return to the approval item in an hour or run a manual budget check.</i> <i>Note: To manually run the budget check:</i> <ol style="list-style-type: none"> 1. Click the Budget Options link. 2. The Commitment Control Page displays. Click the Budget Check button. When there is sufficient budget, then the Budget Checking Header Status field displays 'Valid Budget Check'. 3. Click the OK button.

<p>5.</p>	 <p>In the General Information section an identifying Description and the Business Purpose display followed by the current Status and the travel dates.</p>
<p>6.</p>	<p>Click the Attachments link to view the supporting documentation.</p> <p>Note: The number on the link indicates the number of attachments.</p>
<p>7.</p>	<p>The Travel Auth Attachments page displays. In the File Name column, select a link to view the attachment.</p>
<p>8.</p>	<p>The attachment displays in a new window. After viewing the attachment, click the  Close button in the upper right corner of the window.</p>
<p>9.</p>	<p>Click the OK button.</p>
<p>10.</p>	<p>The Travel Authorization page displays. Click the Accounting Defaults link to view the Department Budget for the entire Travel Authorization. As needed, modify the ChartFields and click the OK button.</p> <p>Note: If the Accounting Default ChartFields are modified, then run a manual Budget Check.</p>
<p>11.</p>	<p>The Travel Authorization page displays. In the Details section Expense Type column, select the link of a line to review.</p>
<p>12.</p>	<p>The Authorization Detail page for that line displays. Click the Accounting Detail link to view the ChartFields for this expense line.</p>
<p>13.</p>	<p>On the Accounting Detail page, as needed, modify the ChartFields and click the OK button.</p> <p>Note: If any Accounting Detail ChartFields are modified, then run a manual Budget Check.</p>
<p>14.</p>	<p>Click the OK button.</p>

15.	Click the Return to Travel Authorization Details link.
16.	The Travel Authorization page displays. As needed, in the Comments section, enter free form text. <i>Note: Comments are required when a Travel Authorization is sent back by an approver. The employee or their proxy may modify the Travel Authorization and re-submit it for approval.</i>
17.	Click either the Approve or Send Back buttons. <i>Note: Both the Expense User and, if applicable, the proxy that submitted the Expense Report on behalf of the Expense User are notified when the Expense Report is sent back for modification.</i>
18.	The Submit Confirmation page displays. To confirm that the Travel Authorization is approved at your level, click the OK button.
	End of Procedure.